

**The Department of Social Services
Anticipated Job Opportunity
Social Services Lead Investigator**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: August 14, 2006

Closing Date: August 28, 2006

The Department of Social Services is presently accepting applications for one (1) Social Services Lead Investigator position within the Bureau of Child Support Enforcement in our Hartford Central Office.

Open To: State Employees

Position: Social Services Lead Investigator

Bargaining Unit: Social and Human Services (P-2)
Position No. 34401

Salary: \$47,491.00 - \$59,302.00 (SH-20)

Location: 25 Sigourney Street, Hartford, CT

EXAMPLES OF DUTIES:

Plans unit workflow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains unit procedures; provides staff training and assistance including monitoring and assessing current and projected needs; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies and outside officials such as third party providers, social services agencies, attorneys regarding unit policies and procedures; makes recommendations on policies or standards; prepares reports and correspondence; acts as liaison with Social Services Investigations Supervisor concerning unit training needs, practical program implementation problems and effectiveness of unit workflow procedures; acts as unit policy specialist in difficult, unusual and/or complex case resolution; processes complex cases; testifies in court on cases involving support or claims for reimbursement and determines appropriate actions to enforce compliance with court orders; may be assigned to represent Commissioner in cases requiring a high degree of tact and diplomacy; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of and ability to interpret and apply relevant agency policies and procedures; considerable knowledge of and ability to interpret and apply relevant State and Federal laws, statutes and regulations; considerable knowledge of investigatory methods and techniques; considerable knowledge of personal financial practices; considerable knowledge of court procedures and related legal instruments; knowledge of Eligibility Management System or Connecticut Child Support Enforcement System; interpersonal skills; oral and written communication skills; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years of experience in the investigation of real and personal assets.

Special Experience:

One (1) year of the General Experience must have been at the level of Social Services Investigator in the relevant specialty*.

*Specialty means either Child Support and/or Resources/Client Fraud programs.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related area may be substituted for one (1) additional year of the General Experience.
3. One (1) year as a Social Services Investigator in the relevant specialty may be substituted for the General and Special Experience.

Special Requirement:

Incumbents in this class may be required to travel.

Note: Applications will be accepted from candidates who have taken and received a passing score on the Social Services Lead Investigator Exam or state employees who have attained permanent status in the class. This position may be filled by candidates from mandatory Re-employment and Sebac Lists to whom we are obligated to give priority consideration.

APPLICATION PROCEDURE: Candidates should complete an “**original**” State of Connecticut Application for Examination or Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. Please forward your completed original State of Connecticut Application (PLD -1) to:

**Robin Stewart, HR Assistant
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

APPLICATIONS MUST BE RECEIVED ON OR BEFORE AUGUST 28, 2006 Close of Business

An Equal Opportunity / Affirmative Action Employer